Introduction to Preconditions

- What are Preconditions?
  - Preconditions are statement of Commission policy, state statutes or regulations
  - Preconditions are assurance and compliance, and not statements of quality
- When are Preconditions submitted?
  - Two preconditions are submitted during Initial Institutional Approval
  - General and Program Preconditions are submitted during Initial Program Approval
  - Preconditions are updated and submitted in years 1 and 4 of the Accreditation cycle

Introduction to Preconditions

- How are Preconditions reviewed?
  - CTC staff reviews each institution's and program's preconditions and notifies the institution if additional work is needed

What are the revisions to the 2016 Preconditions?

- Now reviewed twice in a 7-year Accreditation cycle
- Changed the number of different types of preconditions from 3 to 2....General and Credential Specific
- Deleted 1 existing precondition
- Added 3 new General Preconditions (#1-10 became #1- 12)
- Reorganized the 4 Program-Specific Preconditions to eliminate that category
- Consult the Preconditions webpage on our website for the specific Preconditions relevant to that credential (coming soon)

Changes made to General and Program Preconditions

	General Preconditions	Program Preconditions	Program Specific Preconditions
Prior to September 2016	1-10	1-4	5 through whatever number of preconditions are identified
Post September 2016	1-12	Eliminated	1 through whatever number of preconditions are identified

Do the Preconditions require evidence be attached?

- Some Preconditions are assurances that the program will incorporate certain practices
- Some Preconditions ask for a description of a process or structure to address the Precondition
- Most preconditions require specific evidence be submitted

Preconditions that Require Evidence

General Preconditions	Evidence Required	Assurance Only
1. Accreditation and Academic Credit	X	
2. Enrollment and Completion	X	
3. Responsibility and Authority	X	
4. Lawful Practices	X	
5. Commission Assurances		X
6. Requests for Data	X	
7. Veracity in all Claims and Documents Submitted		X
8. Grievance Process	X	
9. Faculty and Instructional Personnel Participation	X	
10. Communication and Information*	X	
11. Student Records Management, Access, & Security*	X	
12. Disclosure *	X	

Signature Requirements for Preconditions

▶ Each time a set of preconditions are submitted to the CTC the head of the institution/unit must verify by his/her signature of the veracity of the submission

▶ Examples of who may sign the preconditions submissions
  ▪ Dean/Associate Dean
  ▪ Superintendent/Assistant Superintendent

Changes to All preconditions

▶ Preconditions for all programs are located on the Preconditions page of the CTC website (coming soon)

▶ The Preconditions introductory statement no longer states that the Preconditions below are both for initial and continuing institutions/programs.

Where Do I find the preconditions?

▶ Preconditions for the Initial Institutional Approval process--Demonstration of Need and Practitioners' Participation in Program Design—can be found at (coming soon)

▶ General Preconditions can be found at (coming soon)

▶ Program Preconditions can be found on the Commission website on Preconditions page under Program Sponsors (coming soon)

Please note: *italics* in

subsequent slides identify new

language adopted by the

commission in September 2016

#1 Accreditation and Academic Credit

▶ **Accreditation and Academic Credit.** The program(s) must be operated by

(a) Institutions of higher education: a college or university that (i) is fully accredited by the Western Association of Schools and Colleges or another of the six regional accrediting associations, and (ii) grants baccalaureate academic credit or post baccalaureate academic credit, or both. An institution approved to offer educator preparation in California must notify the Commission within 30 days if its regional accreditation status changes.

(b) School districts or other non-regionally accredited entities: the Superintendent or CEO of the district or entity shall submit verification of the governing board's approval of sponsorship of the program.

#2 Enrollment and Completion

- Once a candidate is accepted and enrolls in an educator preparation program, the *approved program* sponsor must offer the approved program, meeting the adopted standards, until the candidate:
  - completes the program;
  - withdraws from the program;
  - is dropped from the program based on established criteria; or
  - is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.
- In the event the program closes, a *teach out plan which includes* individual transition plans *for each candidate as well as a plan for candidates and graduates to access their student records* would need to be developed.

Changes to General Preconditions 1 & 2

▶ Separated into two preconditions

▶ Removal of the reference to this standard applying to "all institutions applying for initial institutional accreditation"

▶ Provides equal importance to enrollment and completion statements in the second precondition

#3 Responsibility and Authority

Responsibility and Authority. To be granted continuing accreditation by the Committee on Accreditation, the entity shall provide the following information:

(a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity (including educator preparation programs offered by an extension division, if any).

(b) (b) Provide a description of the reporting relationship between the position described in (a) and the individual(s) who coordinate each educator preparation program offered by the entity. If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program.

General Precondition #3 continued

 Include an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for any aspect of program delivery.

(c) Provide policies to ensure that duties regarding credential recommendations are provided solely by persons who are current employees of the Commission approved institution.

Changes to Precondition #3

- Addition of an organizational chart that discloses clear lines of authority

- Addition of policy statements to ensure all credential recommendations are completed by current employees of the institution

4 *Lawful Practice*

▶ To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

Changes to Precondition # 4

- Change of title (former title was "Discrimination")
- Focus on lawful practices in admission, employees, and graduation

5 Commission Assurances

▶ To be granted continuing accreditation by the Committee on Accreditation, the program *sponsor* must: (a) *assure* that the *sponsor* will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that the *approved program* sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, *and* (c) assure that the *approved program* sponsor will participate fully in the Commission's accreditation system, *including the timely submission of documents required for accreditation.*

Changes to Precondition # 5

- Language edits for sake of clarity
- Assurance that submissions will be on time

6 Requests for Data

▶ To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, *including performance assessments, and* state and federal reporting within the time limits specified by the Commission. *Institutional contact information must be updated annually.*

Changes to Precondition # 6

▸ Addition stating that data on performance assessments would be submitted

▸ Addition of it is the responsibility of the program to keep contact information on the Commission's website current and accurate

7 Veracity in all Claims and Documentation Submitted

▶ To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

Changes to Precondition # 7

- One sentence was removed.
- Note: Non-compliance with ANY precondition is cause to close a program.

8 Grievance Process

▶ To be granted continuing accreditation by the Committee on Accreditation, the *approved program* sponsor must have a clearly delineated grievance process for candidates and applicants. The grievance process information must be accessible to all candidates and applicants and the institution must be prepared to provide documentation that the candidate has been informed of the grievance process and that the process has been followed.

Changes to Precondition # 8

- ▶ Language edits identify that the program sponsor is the responsible party in the grievance process

#9 Faculty and Instructional Personnel Participation

▶ All faculty and instructional personnel who regularly teach one or more courses in an educator preparation program leading to a credential, shall actively participate in the public school system at least once every three academic years, *appropriate to their credential area*. Faculty who are not in the Department, School or College of Education are exempt from this requirement. *Reference: Education Code Section 44227.5 (a) and (b).*

Changes to Precondition # 9

▶ The type of involvement is appropriate to the credential area

▶ Generally the same as the previous version, with language added for clarity regarding that participation must be appropriate to their credential area.

#10 *Communication and Information*

▶ *To be granted continuing accreditation by the Committee on Accreditation, the approved program sponsor must provide easily accessible and accurate information to the public, prospective educators, and enrolled candidates about the requirements for admission and successful completion for all its educator preparation programs.*

30

Changes to Precondition # 10

- This is a new precondition
- CTC wants easily accessible information on programs, requirements, and completion.
- This precondition mirrors the initial institutional requirements

11 *Student Records Management, Access, and Security*

▶ **To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that:**

▶ **(a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.**

▶ **(b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).**

▶ **(c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.**

Changes to Precondition # 11

▶ This is a new Precondition

▶ Candidates must have access to their own information (transcripts, academic units, and completion)

▶ Location = portal or other mechanism for electronic access

▶ Main = stable place that will be continually accessible, regardless of physical location of program

12 *Disclosure*

- ▶ *Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the proposed programs sponsored by the institution and identify the type of services the outside organization will provide.*

Changes to Precondition # 12

▶ This is a new Precondition

▶ Aligns to information required in Initial Institutional Approval

▶ Identifies the partners, vendors, etc. before program review and site visits

Program-specific Preconditions

PROGRAM NAME	PROGRAM NAME
Gen Ed MS/SS Prelim	AA: Autism Spectrum Disorders
Gen Ed Induction	AA: Adapted Physical Education
Internship-GE or EdSp	AA: Deaf-Blind
Ed Specialist Prelim	AA: Early Childhood Special Education
Ed Specialist Clear Induction	AA: Emotional Disturbance
DS: Adult Education	AA: Orthopedic Impairments
DS: Career & Technical	AA: Other Health Impairments
DS: Supervision & Coordination	AA: Resource Specialist
DS: Drivers Training	AA: Traumatic Brain Injury

Program-specific Preconditions (PS-PC)

PROGRAM NAME	PROGRAM NAME
Agriculture Specialist	Administrative Services- Preliminary
Mathematics Instructional Leadership Specialist	Administrative Services- Clear Induction
AA: Mathematics Instructional	Pupil Personnel Services
AA: Reading, Reading and Language Arts Specialist	Teacher Librarian Services
Bilingual Authorization	School Nurse Services
California Teachers of English Learners	Speech- Language Pathology Services- Prelim
English Learner Instruction Leadership Specialist	Speech-Language Pathology Services -Clear
	Related: Clinical or Rehabilitative- Audiology
	Related: Clinical or Rehabilitative- Orientation and Mobility
	Related: Special Class Authorization

Submission dates for Preconditions

Years 1 and 4 of Accreditation cycle

▸ Green: Spring 2017   March 2020   March 2023

▸ Yellow: March 2017   March 2021   March 2024

▸ Violet: March 2017   March 2020   March 2024

▸ Orange: March 2018   March 2022

▸ Indigo: March 2018   March 2021

▸ Blue: March 2019   March 2022

▸ Red: March 2019   March 2023

Submission Details

- Submit Preconditions and required evidence to Accreditation@ctc.ca.gov

- Questions? Write to accreditation@ctc.ca.gov or your specific Accreditation color cohort mailbox

- PSDRed@ctc.ca.gov or PSDInduction@ctc.ca.gov